

Internal/External Posting  
STATE OF MONTANA JOB VACANCY

**DEPARTMENT OF CORRECTIONS**  
*An Equal Opportunity Employer*

July 9, 2008

<b>Job Title:</b> Drill Instructor	<b>Position No.:</b> 22940 & 22913 (2 positions available)
<b>Division:</b> Community Corrections	<b>Bargaining Unit:</b> None
<b>Location:</b> Deer Lodge	<b>Supplement:</b> Yes, Release of Information
<b>Status:</b> Permanent, Full-Time	<b>Shift:</b> To be determined
<b>Salary:</b> \$13.171/hour entry	
<b>Benefits:</b> State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees' retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.	

**Application Deadline:** Applications may be returned to any local Job Service Office or the Department of Corrections by email, fax or hard copy.

Human Resources  
PO Box 201301  
1539 11th Ave.,  
Helena, MT 59620-1301

**fax to** (406) 444-4551    **email to** [hrcen@mt.gov](mailto:hrcen@mt.gov)  
**telephone:** (406) 444-4934

**No later than 5:00 p.m., July 23, 2008**

**Application materials are available on the web at [www.cor.mt.gov](http://www.cor.mt.gov). Try our NEW on-line application process at this link.**

**Special Information:** The position requires irregular work hours/shifts and working weekends and holidays, in a correctional military boot camp program. Must complete and pass semi-annual physical fitness tests. Running is an essential element of this position; Drill instructors are required to run two miles daily. May be faced with hazards normal to those experienced in a correctional military boot camp setting.

**Reasonable Accommodations:** Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Human Resource Specialist at 444-2828.

**Equal Employment Opportunity Employer:** The Department of Corrections does not discriminate on the basis of disability or other legally prohibited basis and will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position. Minorities and women are encouraged to apply. The Department of Corrections is a smoke free agency.

**TYPICAL DUTIES:** Performs a wide variety of security duties for adult felons at the Treasure State Correctional Training Center (TSCTC). Ensures that the security program at TSCTC is implemented on a 24-hour a day, 7 day a week basis. Issues summary actions and written disciplinary reports for infractions according to prescribed policies and procedures. Maintains regular surveillance of inmates. May perform movement officer duties. Ensures offender accountability, detects escape or presence of inmate in unauthorized areas. Escorts offenders to and from all areas of the facility and during off campus details.

Serves as member of the boot camp team; provides para-professional counseling; assures that basic needs and welfare of the inmates are provided. Assesses verbal and/or written narratives of the inmates' history, intellectual abilities and facility adjustment in order to provide specific information to the Program Review Team, Disciplinary Committee, Classification and Re-Classification Committees and courts of jurisdiction. Uses agency-approved techniques of command and control to ensure responsibility, accountability, respect and discipline among inmates.

Ensures that proper medical care is provided by following prescribed directions and protocols; and that inmate work tasks and are completed in timely, safe, disciplined and regimented manner. Implements the corrections mission and adheres to the TSCTC code of ethics by fostering respectful, cooperative working relationships between staff, inmates and the general public and sets the standard by example of a positive role model.

Provides supervision and instruction in military bearing, courtesy, and drills. Conducts military-style inspections of inmates and their area to ensure facility and security standards are followed. Transports trainees to and from medical appointments, job sites, Aftercare, from law enforcement facilities and detention facilities, Montana State Prison to TSCTC. Transports trainees to other scheduled or unscheduled activities, to pick up or deliver mail and packages as directed by management. Transports trainees' visitors to and from Checkpoint; receives visitors and processes them to visiting room and monitors visitors with trainees. Performs other duties as assigned.

**QUALIFICATIONS:** Basic knowledge of security practices, methods, techniques and skills associated with working in a correctional boot camp program is required. Position requires skills necessary to communicate with all types of people. Must have or acquire a basic knowledge of military bearing, courtesy, drill, ceremony and physical fitness programs.

Position requires ability to function effectively under highly stressful, demanding confrontational conditions created by intense, regimented discipline; ability to use appropriate levels of confrontation, compassion and motivation with potentially volatile inmates; ability to maintain a command voice for extended periods of time; to operate a motor vehicle. Requires attention to detail to ensure and promote public trust, staff and inmate safety. Must pass physical fitness test semi-annually and maintain the ability to run two miles a day. Exhibits the ability to create, foster and maintain trust with staff and offenders in order not to escalate a potentially volatile situation. Demonstrated ability to remember names and faces; display mature judgments under stressful conditions; learn security, rehabilitative and confrontational techniques. Demonstrated ability to learn rules, policies and procedures, establish and maintain effective working relationships, communicate effectively both verbally and in writing, follow and administer oral and written instructions and commands.

**COMPETENCIES:**

**Decisiveness:** Able to stand by a decision, despite second guessing or disagreement from others; take quick action in a high-risk crisis; make difficult decisions and follow through; assess a situation and make an optimal and speedy decision despite limited information.

**Energizing Others:** Able to exhibit a "can-do" approach and inspire associates to excel; use competition to encourage others; develop performance standards and confront negative attitudes; develop a team spirit

**Policies, Process, and Procedures:** Able to act in accordance with established guidelines; follow standard procedures in crisis situations; communicate and enforce organizational policies and procedures; recognize and constructively conform to unwritten rules or practices.

**Conflict Management:** Able to use a win-win approach to resolve controversy; stay objective and fair when dealing with sensitive situations; maintain constructive working relationships despite disagreement.

**Attention to Detail:** Able to be alert in a high-risk environment; follow detailed procedures and ensure accuracy in documentation and data; carefully monitor gauges, instruments, or processes; concentrate on routine work details, and organize and maintain a system of records.

**EDUCATION AND EXPERIENCE:** The knowledge, skills and abilities required to perform the duties of this position are typically acquired through a combination of experience and education equivalent to high school graduation or equivalent (GED).

**Application and Selection Process:** Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the **Veteran's or Persons with Disabilities Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections. **\*\*HIRING AUTHORITY DOES NOT RECEIVE DUE TO REQUEST FOR DATE OF BIRTH\*\***

**Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.**

**Immigration Reform and Control Act:** In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

**Military Selective Service Act:** You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

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<b>Application Deadline:</b>	July 23, 2008	<b>Department:</b>	Corrections

**DEPARTMENT OF CORRECTIONS  
AUTHORIZATION TO RELEASE INFORMATION**

<b>Applicant's Name:</b>	
<b>Other names Used:</b> (i.e.: maiden name, previous married names)	
<b>Social Security Number:</b>	
<b>Date of Birth:</b>	
<b>List of states where you have resided:</b>	

**TO WHOM IT MAY CONCERN:**

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related to the hiring decision for the position that I have applied only.

**This authorization shall be valid and effective for one year from the date signed.**

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

\_\_\_\_\_ No \_\_\_\_\_ Yes      Date: \_\_\_\_\_ : \_\_\_\_\_ Jurisdiction \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_